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ABSTRACT

This agreement between the Board of Trustees of Community College District No. 11 and the Fort Steilacoom Community College Faculty Association covers the academic year 1973-74. Provisions of the agreement cover a saving clause, definitions, hours per week/work day span, instructor productivity, teaching load, extended contracts/released time, calendar committee, job description, seniority, teaching assignment, determination of office space and teaching facilities, summer term assignments, full facilities utilization, group insurance program, evaluation, continuing education, professional improvement workshops, procedure for settling disputes or grievances, subcontracting of work, budget consultation, faculty members' personnel files, personal leave, leave of absence, professional leave policy (sabbatical), hourly instructors' schedule, salary schedule placement and advancement, fulltime contracted faculty for 1973-74, faculty salary schedule index, faculty salary schedule, summer salaries, graduate degrees-stipends, correction of contract errors, faculty association meetings, released time for faculty president, faculty lounge, entire agreement clause, waiver clause, agreement duration, reopening of agreement, and basic agreement distribution. (MJM)

Rev. 10-9-73

COMMUNITY COLLEGE DISTRICT NO. 11
FORT STEILACOOM COMMUNITY COLLEGE

ED 086138

Agreement Between the Board of Trustees of Community College District No. 11 and the Fort Steilacoom Community College Faculty Association 1973-74.

This document has been negotiated and agreed to by the Board of Trustees, Community College District No. 11, and the Fort Steilacoom Community College Faculty Association according to the provisions of the Cooperative Board-Faculty Relations agreement, dated June 1, 1970, adopted by the Board of Trustees on June 8, 1970.

Saving Clause

If any provision of this agreement shall be found contrary to law by court decision or a formal opinion of the Attorney General, the whole of the remainder of this agreement shall remain in full effect and force for the remainder of the contract period.

Definitions

"Faculty member" shall mean any instructor, counselor, librarian or exempt professional media specialist.

"Administrator" shall mean any person employed either full or part-time by the college district and who performs administrative functions fifty percent or more of his assignment and who has responsibilities to recommend hiring, dismissal, or disciplining of other employees. It is expressly agreed that this agreement does not apply to district or campus president(s) or other administrators.

A "Full-time Faculty" employee is one who carries a full load as prescribed by the institution for his area, division or program. (See Paragraphs on Instructor Productivity and Teaching Load). All such employees shall be placed on the regular full-time faculty salary schedule and receive either full or pro-rated salary.

A "Part-time Faculty" employee is one who is employed by the college district to perform duties less than a full-time work load. Part-time Faculty shall be paid from the college district hourly (part-time) pay schedule. It shall be the policy that no part-time faculty member shall be employed for more than 2/3 of a standard full-time workload.

A "Temporary Specially Funded Faculty" employee is one who is hired for a specially funded project (military, MDTA, disadvantaged, etc.) They may fall into two classes: 1) those with duties and responsibilities equivalent to tenured faculty and 2) those with a responsibility factor less than that of tenured faculty. Those in group one shall be paid from the full-time faculty schedule as would a tenured faculty member. Those in group two shall be paid a proportionate share of the regular schedule rate as their responsibility factor relates to that of a tenured faculty member.

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Except for faculty teaching regular college level courses, those Temporary Specially Funded Faculty members teaching in the O.R.U. and other military programs shall be in group two and shall receive salaries computed on a daily basis at a 90% responsibility factor. (These positions require no advising, no extra office hours, no participation in college committees, councils or other activities and as general practice the load has been reduced from 25 to 20-22 hours weekly). A grandfather provision will be invoked to guarantee that salary of no individual shall be computed from a lower daily base rate than in 1972-73.

Military program contracts shall be for such short terms as match the calendar established by the military. Such positions shall not be eligible for institutional tenure.

"Contract Year" shall be the three quarters, Fall, Winter, and Spring, comprised of the number of instructional, advising and planning days prescribed by that current year's calendar.

"Extended Contract" - for service beyond the Contract Year, an extended contract may be offered for an additional number of days at the daily rate of the contract being extended.

"Fiscal Year" shall be the period July 1 through June 30 of the following year.

"Full-time Non-teaching Faculty" - librarians, exempt media specialists and counselors who perform their duties for 40 (forty) hours weekly. If teaching part-time, other duty hours will be pro-rated.

Hours Per Week/Work Day Span

To protect faculty members from excessively long work days, it shall be the policy of the college that no faculty member be responsible for any assignment that exceeds an eight hour span. However, by agreement between an individual faculty member and the institution, the span may exceed eight hours.

Further, it shall be the policy of the college in consideration of the professional status of the instructional staff that although no specific number of hours be set as a "work week," office hours of not less than two hours per day be posted by each faculty member for the purpose of being available to students. Each faculty member shall be responsible for maintaining those office hours in addition to the normal class load, advising, preparation, evaluation, and other duties.

Instructor Productivity

In order to meet the requirements of the state apportionment formula (SAF) it will be necessary to meet the following targets of productivity during the period of this agreement. An instructor's productivity is computed by multiplying the number of students in each class by the quarter hours of credit granted for each particular class and then adding the products.

SAF requirements for 1973-74

Academic:	495	(3 classes with 33 students each and 5 quarter hour credits for each class)
English Composition: (101, 61) Chemistry, Biology, Physics	405	(3 classes with 27 students each and 5 quarter hour credits for each class)
Occupational & Lab-shop, coordinated work experience:	330	(3 classes with 22 students each and 5 quarter hour credits for each class)

For academic instructors, when productivity falls below 300 another class will be assigned to the faculty member. When productivity points reach 600 an additional instructor will be assigned to teach the additional class. For English Composition instructors, when productivity falls below 300 another class will be assigned to the faculty member. When productivity points exceed 450 an additional instructor will be assigned to teach the additional class. For occupational instructors, when productivity falls below 225 another class will be assigned. When productivity units reach 440 an additional instructor will be assigned to take the additional class.

Teaching Load

A full-time member of the teaching faculty will be responsible for a range of 16½-19 total professional units per quarter or 50-57 professional units per year. A lecture unit equates to 1 and an activity unit equates to .5. Activity units would include science laboratories, seminars, shops, art skill classes, music skill classes, physical educational skill classes, or any other class whose conduct emphasizes practice of skills as a basic core of the class. The maximum contact hour load of any academic or occupational faculty member, including but not limited to instructors in labs, seminars, music, art, and P.E. shall be 21.

Advising would be included under activity units with one professional unit equaling 24 students for academic or general advisors and one professional unit equaling 16 students for occupational advisors with an average of 60 students and 40 students allowed per respective teaching faculty member.

Coordination of students involved in cooperative work stations, internships, or other on-the-job training would be included under activity units. The generally agreed upon number of students to be supervised should approximate 20. General guidelines for time involvement in the

area have used the figure of 30 minutes per student per week. Thus, 20 students would involve the coordinator 10 clock hours per week. A professional unit would be given for every 5 students engaged in cooperative work experience.

The high school completion faculty load will be 25 contact hours. Their assignment will not include the advising of students and office hours for the purpose of course help shall be considered a part of classroom time.

Load Examples

Lecture Units	Activity Units	Total Units
20	0	20
15	5	20
13	7	20
10	10	20
9	11	20
6	14	20

It is noted that any teaching load in excess of fifteen lecture units should not include more than two course preparations nor should a faculty member have in excess of fifteen lecture units when the units include a course which is being offered for the first time at Fort Steilacoom Community College.

Extended Contracts/Released Time

Extended contracts, released time and stipends for special work loads or assignments will be awarded on basis of assessment of merits of the case by a committee comprised of the Executive Dean/Instruction, the appropriate Division Chairman, Associate Dean of Occupational Education (when the applicant is an occupational instructor), the person making the application and two faculty members, one from another division, to be selected by the applicant. After committee deliberations, responsibility for the decision shall rest with the Executive Dean/Instruction.

Each case shall be considered on its current merits. Special attention shall be paid to the question whether the task can be accomplished as part of the regular work load and to its value in achievement of institutional objectives.

No such award shall be assumed to be continuing beyond the specific period for which it is being granted.

Calendar Committee

There shall be established a calendar committee comprised of the Executive Dean/Instruction, Dean of Students, Director of Classified Personnel, two faculty members to be selected by the faculty, and the Student Body President or his designee to prepare a two-year calendar for presentation by the College President for consideration for approval by the Board of Trustees in January 1974.

Job Description

Every new full-time faculty member shall have in his personnel file, at the time of hiring, a statement describing his duties and functions (hereinafter to be called the job description). The job description shall include any administrative functions, coordinated work experience duties, advising or counseling functions, as well as the disciplines or programs in which he will teach. Each faculty member continuing in employment after June, 1973 shall receive a copy of his job description attached to the annual contract and one copy will be added each year to his personnel file. Before a job description is changed the concerned faculty member will be consulted and involved in the selection of alternatives. All employees are subject to assignment and reassignment by the College President.

Seniority

Seniority is determined by the length of full-time employment in Community College District No. 11 computed from date of original hiring by the district.

A seniority list for all full-time faculty members has been compiled and is available in the district office. It will be updated annually.

Teaching Assignments, and Determination of Office Space and Teaching Facilities

All other conditions and factors being equal from standpoint of institutional need, the division chairman shall utilize seniority as a criterion for making teaching assignments. Office space and, subject to any special institutional need, teaching facilities allocations to faculty will be determined on the basis of offering "first refusal" to those most senior.

It is recognized that evening assignments may become necessary from time to time. During the coming year faculty and administration will develop an implementation procedure to meet that need.

Summer Term Assignments

Determination of full-time faculty assignments for summer school teaching shall be made on the basis of institutional need and capability with full-time faculty being given priority over part-time faculty. Assignments will be made by divisions, assuring equitable sharing among those full-time faculty members who wish to teach during the summer.

Full Facilities Utilization

Every effort shall be made to utilize the facilities and talent of the College and, further, to develop plans and programs to involve the Community in the use of the facilities whenever practicable and, finally, to maintain active support for funding a full four quarter program.

Group Insurance Program

The district shall pay the twenty dollars ($20) appropriated by the Washington State Legislature toward the cost of insurance programs that have been approved for such payments by the state.

Evaluation

The faculty encourages the evaluation of their work. Evaluation must be carried out according to established codes with the full knowledge of the faculty member being evaluated. During the course of the evaluation, he shall have the right to consult with his evaluators and to examine and obtain any documents pertaining to the evaluation. If he feels the evaluation is unjust, he has the right to submit a written objection that will be impartially reviewed by the grievance procedure of the college. The criteria of evaluation of any individual shall be unique in terms of the nature of his employment, but shall be uniform and applicable to all faculty in that particular assignment area.

Continuing Education

The faculty encourages the participation of its members in continuing educational experiences including professional and education workshops, conferences, meetings, institutes, etc. The faculty will be reimbursed according to state travel and subsistence regulations when involved or participating in appropriate functions, subject to prior agreement with the concerned division chairman and the Executive Dean/Instruction. Such functions may be used for salary advancement on the basis of "approved credits" if accepted by the Professional Improvement Council.

Professional Improvement Workshops

A Professional Improvement Workshop will be jointly planned by Faculty and Administration with the intent in 1973-74 that one such workshop shall be held jointly by the two bodies. Cost of this workshop will be borne by the President's Staff Development Budget and nature and extent of planned activities will be governed by limitations of that budget.

Procedure for Settling Disputes or Grievances

Scope shall be limited to items in this agreement except that actions in the areas of hiring, selection, tenure, or dismissal shall not be grievable.

Step 1. The faculty member applies for redress to the division chairman in charge of his division, or to his immediate administrator. If satisfaction is not achieved, the faculty member informs the chairman that he will seek further remedy for his grievance.

Step 2. The faculty member next submits a written summary of his grievance simultaneously to the Working Conditions Committee and the Executive Dean/Instruction.

Step 3. A joint hearing will be scheduled between the aggrieved, the Working Conditions Committee and the Executive Dean/Instruction. If satisfaction is not achieved, the faculty member will so inform the committee and the dean of his intent to seek further remedy.

Step 4. The faculty member presents his case to the President. If satisfaction is not achieved, the Working Conditions Committee is requested to arrange through the President a hearing of the case with the Board.

During the above procedure, the faculty member may seek the assistance of his peers, individually or as a body, students, a professional association, or legal counsel, or any combination of these factors. Anyone who prefers not to use this formal redress procedure may, as an alternative, ask any other staff, Ombudsman, or the Working Conditions Committee members for assistance in settling problems informally. The process is not meant to replace the Ombudsman. This is an optional procedure to supplement or to work in conjunction with the Ombudsman's function.

Subcontracting of Work

Prior to contracting out of any instructional work, a thorough attempt will be made to utilize contracted faculty members and the decision will be discussed with the faculty bargaining agent prior to implementation.

Budget Consultation

Opportunities for involvement on all budget institutional-related matters of Community College District No. 11 will be made possible by appropriate procedures, meetings, consultations; and conferences between the Board, college administration, and the faculty.

Faculty Members' Personnel Files

The District Personnel Office establishes and maintains the official files on all personnel in order to evaluate and determine the qualifications of prospective employees, and to provide on a "need-to-know" basis information pertinent to the faculty member's work at the college. For this purpose, only the President and the administrator directly accountable for evaluation of an individual shall have access to the official file. These files are not public files. The information contained in them should be treated as highly confidential. The material within his file will be made available to the faculty member upon request. Information will not be released to others without the consent of the faculty member about whom the information is being sought.

Personal Leave

Faculty members shall be entitled to three days of leave with pay each contract year for personal, legal business, religious, household or family matters which may require absence during the regular instructional hours. All applications for personal leave must be approved by the Executive Dean/Instruction at least 24 hours in advance. Personal leave is not accumulative.

Leave of Absence

Leave of absence is a leave granted for emergency military service, health needs beyond those covered by sick leave, or to fulfill a purpose seen as important by the faculty member. A full-time faculty member may apply for a leave of absence at any time. Such applications will be submitted to the College President for his recommendation to the Board of Trustees. Leaves of absence will not be counted against the total number of faculty members eligible for professional leaves. Leaves of absence may not exceed one calendar year, except for cases involving emergency military service or specific governmental service requiring longer absences. During a Leave of Absence, the institution shall not participate in any payment of benefits. No experience increment on the salary schedule shall be earned during such a leave, but horizontal incremental improvement shall be allowed in accordance with the established basis for credit approval. No stipend will be paid during leaves of absence. Upon return from leave the district will restore the person to a position at least equal in terms of duties to be performed to that which he vacated to go on leave, unless a reduction in teaching staff has eliminated such positions. Return from military or governmental service shall not be later than the beginning of the following instructional year after termination of service. Personnel on annual leave of absence shall notify the College President in writing by April 1 of desire to return to the college. Failure to so notify shall be regarded as a statement of intent not to return, thereby revoking any restoration of rights previously granted.

Nothing in this policy shall require the Board of Trustees to grant any Leave of Absence.

Professional Leave Policy (Sabbatical)

1. Professional leave is granted to full-time, tenured faculty members so that they may pursue experience that is designed to improve the professional skills of the faculty member through study, research, creative work, travel, or return to industry.

2. After three years of service to Community College District No. 11, a full-time faculty member, having gained tenure, shall accrue for each additional year of service, eligibility for one quarter of Professional Leave not to exceed three (3) quarters. Future eligibility requirements for persons having had a previous Professional Leave of less than a year will be based upon an equitable fraction of a six year waiting period.

cont.

2. A person may be granted a Professional Leave of one academic year in any six year period provided that person presents a Professional Leave application that meets all other requirements regarding leave qualification.

3. Professional Leave may be granted for periods consistent with one, two or three academic quarters--the period of a nine-month contract.

4. Beginning in the academic year 1973-74, three and one-half percent of the full-time faculty may be granted professional leave.

5. Compensation for Professional Leave shall be determined by deducting the cost of replacement from the stipend the person on leave would have received over the period of the leave. Such replacement costs will be based upon the maximum hourly rate paid to an instructor with a masters degree, according to the then existing hourly schedule, computed on a 165 hour per quarter responsibility.

6. The sum of the professional leave compensation and any other grants or stipends from whatever source shall not exceed the amount of stipend the person would have received over the period of the leave.

7. A period of one year's service in Community College District No. 11 will be required after return from professional leave. If the one year's service to the district is not fulfilled, stipend paid for professional leave will be returned by the person, pro-rated on the time served after return.

8. The period of Professional Leave shall count for the purposes of all employee rights and benefits, including advancement on the salary schedule, as though the individual were in residence. The employee must continue to pay his share of benefits during the leave to qualify for college matching payments.

9. Applications for Professional Leave will be submitted to the Professional Improvement Council by January 10, prior to the academic year in which the leave will be taken. However, if applications are submitted after January 10, but before April 1, the application will be considered if a vacancy exists in the percentage quota for the academic year in question.

10. Applications for Professional Leave will include the following information:

    a. General information including name, department, rank, date of initial service with the college or university, terms of leave desired, dates of previous Professional Leaves, and percent of salary to be awarded as based on other grants and funding.

b. A detailed statement of the applicant's plans for utilizing the time requested. This statement should include such information as the time sequence for completion of any project or plan.

c. A list of foundations, institutions, or other organizations with which the applicant will be affiliated during the Professional Leave.

d. A complete listing of grants and stipend other than those granted by the institution which will be available to the applicant during the time of Professional Leave.

e. If there is any travel to be included in the Professional Leave, the need must be justified in terms of the proposed project or plan for study.

f. Background information concerning the applicant's previous professional or scholarly work, especially in the area of the proposed plan.

g. Supporting letters from faculty members or other appropriate individuals not necessarily associated with the institution may also be submitted if the applicant so desires.

h. A statement regarding the value of the applicant's project in terms of benefit to the institution upon return from Professional Leave.

11. Upon return from Professional Leave the person will submit a written report to the Professional Improvement Council summarizing his leave activities.

12. Written approval from the Professional Improvement Council must be obtained before a Professional Leave program may be significantly altered. The council shall appoint a member to consider such requests during the summer quarter.

13. Upon return from leave the district is obligated to restore the person to a position at least equal to that which he vacated to go on leave.

14. The Professional Improvement Council will determine who shall be recommended for leave in any given period based on developed criteria.

15. Professional Improvement Council selections for Professional leave will be forwarded to the President of the district for review and recommendation to the Board of Trustees by May 1 of the year preceding the academic year wherein the leave will be taken.

16. The College President will notify the faculty member requesting Professional Leave of the decision of the Board of Trustees by June 10 of the year preceding the academic year wherein the leave will be taken, if the request was submitted according to the schedule listed in paragraph 9.

17. No part of this policy shall in any way be construed as a right or an entitlement by any person beyond the prerogative to petition for consideration.

HOURLY INSTRUCTORS' SCHEDULE

1973 - 1974

Experience	Non-B.A.	B.A.	5th Year H.S. Cert.	Masters	Doctorate (M.A. + 105)
0 - 2	8.00	9.00	10.00	11.00	12.00
3 - 5	8.50	9.50	10.50	11.50	12.50
Over 5	9.00	10.00	11.00	12.00	13.00

A. Part-Time Instructors: Part-time instructors will be paid at an hourly schedule rate in accordance with the procedure outlined in the Faculty Handbook.

B. Original Entry: Original entry into Community College District No. 11 employment shall be on Experience Lane 0 - 2.

C. Original Placement: Original placement of occupational instructors shall be according to placement plan for full-time instructors except that prior experience may apply only for degree equivalency determination (lateral movement).

D. Community Service Courses: Community service courses are defined as those to be coded 31, 32, 33, or 34 according to the State Board for Community College instructions for course coding (MIS-2).

Community service courses must be self-supporting. Except for special circumstances, new instructors of community service courses will be paid eight dollars ($8.00) per instructional hour without regard to experience or educational qualifications. However, instructors in community service courses who have a record of past employment in District 11 and have thereby worked their way up the Hourly Instructor's Schedule will not be paid at a rate less than they have previously earned on the schedule.

SALARY SCHEDULE PLACEMENT AND ADVANCEMENT
FULL-TIME CONTRACTED FACULTY
1973-1974

A. Purposes and Objectives

1. To provide starting and progressing salaries which will attract and retain competent staff.

2. To stimulate professional growth and to provide increments which will encourage continued education and training to enhance effectiveness.

3. To provide a common base for computing salaries for professional personnel which will give equitable compensation for comparable training, experience and achievement.

B. General Information

1. Salaries are for the academic year of the three quarters, fall, winter, and spring.

2. Classification on the salary schedule is for the full academic year. After September 20, no change in classification shall be made until the Fall Quarter of the following year.

C. Original Placement

The criteria used for original selection are contained within Community College District No. 11 Policies and Procedures Handbook, Section 230 Qualifications and Personnel Selection Practices for Faculty and Administrative Personnel; Section 230.01 Personnel Selection Practices Governing Professional Personnel; Section 230.02 General Standards of Qualification for Community College Personnel; and Section 230.03 Additional Qualifications in Areas of Specialization.

1. Horizontal Criteria

Column A: Placement on Column A shall be made for an applicant who has completed his Learning Period* and has three (3) years related work experience or for an applicant who has a B.A.

Column B: Placement on Column B shall be made for an applicant who has completed his Learning Period and has three years (3) directly related work experience beyond Column A or six (6) years total or for an applicant who has a B.A. plus fifteen (15) approved credits.

Column C: Placement on Column C shall be made for an applicant who has completed his Learning Period and has three (3) years directly related work experience beyond Column B or nine (9) years total or for an applicant who has a B.A. plus thirty (30) approved credits.

Column D: Placement on Column D shall be made for an applicant who has completed his Learning Period and has three(3) years directly related work experience beyond Column C or twelve (12) years total or for an applicant who has a Masters Degree.

No original placement may be made beyond Column F or in advance of Step 5.

Credits are approved on the following basis:

1	For each quarter hour of college credit
1½	For each semester hour of college credit
5	For each year of employment in industry in related work or a fraction thereof
1	For each 15 clock hours of teacher education approved by the Coordinating Council of Occupational Education or by an institution of higher education. (Lesser hours may not be accumulated to total 15)

2. Vertical Criteria

Placement on the vertical steps shall be made on the basis of experience. One step will be granted for:

a. Each two (2) years of employment in industry in related work and not used for horizontal placement.

b. Each full year of teaching in higher education, senior high school, or an equivalent institution of training or education.

c. Each two (2) years of teaching in an elementary or junior high school;however, if the experience is directly applicable to the position being sought, it may be considered as outlined in paragraph 2. b., above.

d. Each two (2) years of military experience, limited to no more than four (4) salary schedule vertical steps for this criterion.

3. Procedure

a. Recommendations for the original placement will be made to the College President for his necessary action.

b. Applicants will have their records evaluated by the screening committees as outlined in paragraph 230.01, I and II, of the policy, "Qualifications and Personnel Selection Practices for Faculty and Administrative Personnel". The screening committee will be responsible for defining such things as the qualifications of a Vocational Practitioner, the kinds of work experience that can be related to the position being sought, and other matters relating to an evaluation of the applicant's records for original placement.

A work sheet shall be prepared showing what use was made of the applicant's record in terms of credits for horizontal and vertical placement. All credits or experience that can be related to the position that is not used for original placement shall be credited to the applicant for future use in advancement after original placement, except that this option cannot be used by an applicant who was limited on original placement to Column F - step 5. This work sheet will be forwarded with the screening committee's recommendation as a permanent part of the applicant's records, with a copy sent to the applicant.

c. If agreement is reached by the screening committee regarding the placement of the applicants, the recommendation will go directly to the College President. If there is disagreement, the matter will be placed before the Professional Improvement Council for resolution. In the latter case, the recommendation of the Professional Improvement Council will be submitted to the College President through the Dean of Instruction.

d. It will be the responsibility of the Faculty to maintain enough qualified personnel in the local area on call during the summer months to fulfill the requirements outlined above. It is understood that tenured faculty members in related fields will be acceptable as substitutes for any person normally making up the evaluation team.

e. If a screening committee has a case wherein the salary schedule or budget limitations stand in the way of equitably placing a highly desirable applicant, the College President should be consulted to see if an exception can be made. On the other hand, if an applicant wishes to waive any part of his record in order to be accepted when budget limitations would prevent his placement on the salary schedule at the coordinates indicated by his records, this may be done if the applicant signs a waiver indicating his acceptance of the lower placement.

f. Review of original placement may be made by the Professional Improvement Council upon written request of a claimant, which should include all relevant information. The Professional Improvement Council will submit its findings or recommendations for redress to the College President for his necessary action. If an applicant signed a waiver of acceptance of placement on the salary schedule due to budget limitations at the time of employment, no review of placement will be valid.

D. Advancement After Original Placement

1. Horizontal Criteria

a. Horizontal advancement (from column to column) on the salary schedule will be made on the basis of relevant, approved credits not used for original placement.

Such credits based on work experience may not be recomputed for this purpose on the basis of the credit approval criteria listed in paragraph 1. b., below. Advancement can be made on the basis of the successful completion of programs that have been approved in advance by the Professional Improvement Council. Advancement to succeeding columns will be made on the basis of fifteen approved credits for each column, except that movement to Column D shall require a Master's Degree, or an established equivalency in the case of an occupational instructor. After achievement of a master's degree, only hours earned subsequently may be applied for advancement on the salary schedule.

b. Credits are approved on the following basis:

1	For each quarter hour of college credit
1½	For each semester hour of college credit
1	For each month of employment in related work (based on the proposition that this is an approved program of "related work" and thus must be given a value over such work done before original placement).
1	For each 15 clock hours of teacher education or specialized related training approved by the Coordinating Council of Occupational Education or by an institution of higher education.

Written reports are required so that there may be an evaluation of the worth of such experience. In no case may more than 5 credits be earned or approved in any one year in clock hours for the purpose of advancement.

1 For each week of educational travel limited to 10 credits per year for each approved program. Written reports must be evaluated and the credit approved by the Professional Improvement Council.

c. Programs and petitions for credit approval are to be processed by the Professional Improvement Council according to the "Guidelines".

d. All credits must be verified by having an official transcript or certified documentation sent by the concerned institution directly to the office of the College President to arrive no later than September 20 of the contract year.

e. Advancement programs must be submitted to the Professional Improvement Council in writing no later than April 15 for consideration during that academic year for advancement in the next contract year.

2. Vertical Criteria

a. Advancement on the vertical steps shall be made on the basis of one step for each full year at Fort Steilacoom Community College. Professional Leave with pay will count in the same manner as work at F.S.C.C. Exceptions to such advancement can be made on the basis of recommendations by the Professional Improvement Council. If employment should begin during the course of an instructional year, or a break occur in the consecutive employment of an instructor during a single contract year, two (2) quarters not counting Summer Quarter, will qualify for increment.

b. If an instructor would prefer to use work experience in industry to advance on the vertical steps, he may do so on the basis of one full year of such experience, approved by the Professional Improvement Council in advance. In such cases, the instructor must be on an educational leave of absence.

* Learning Period: apprentice training; formal education (post-secondary formal education for an applicant with less than a B.A. degree will be treated the same as work experience and/or on-the-job training.)

Fort Steilacoom Community College

Faculty Salary Schedule Index

1973 - 1974

	BA	BA +15	BA + 30	MA	MA + 15	MA + 30	MA + 45	MA + 60	MA + 75	MA + 90	MA +10
1	1.00	1.05	1.10	1.18	1.23	1.28	1.36	1.41	1.46	1.51	1.56
2	1.06	1.11	1.16	1.24	1.29	1.34	1.42	1.47	1.52	1.57	1.62
3	1.12	1.17	1.22	1.30	1.35	1.40	1.48	1.53	1.58	1.63	1.68
4	1.18	1.23	1.28	1.36	1.41	1.46	1.54	1.59	1.64	1.69	1.74
5	1.24	1.29	1.34	1.42	1.47	1.52	1.60	1.64	1.70	1.75	1.80
6		1.35	1.40	1.48	1.53	1.58	1.66	1.71	1.76	1.81	1.86
7		1.41	1.46	1.54	1.59	1.64	1.72	1.77	1.82	1.87	1.92
8			1.52	1.60	1.65	1.70	1.78	1.83	1.88	1.93	1.98
9			1.58	1.66	1.71	1.76	1.84	1.89	1.94	1.99	2.04
10			1.64	1.72	1.77	1.82	1.90	1.95	2.00	2.05	2.10
11				1.78	1.83	1.88	1.96	2.01	2.06	2.11	2.16
12				1.84	1.89	1.94	2.02	2.07	2.12	2.17	2.22
13					1.95	2.00	2.08	2.13	2.18	2.23	2.28
14							2.14	2.19	2.24	2.29	2.34
15											2.40
	A	B	C	D	E	F	G	H	I	J	K

Fort Steilacoom Community College

Faculty Salary Schedule

1973 - 1974

	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	MA+75	MA+90	MA+105
1	8,012	8,413	8,813	9,454	9,855	10,255	10,896	11,297	11,698	12,098	12,499
2	8,493	8,893	9,294	9,935	10,335	10,736	11,377	11,778	12,178	12,579	12,979
3	8,973	9,374	9,775	10,416	10,815	11,217	11,858	12,258	12,659	13,060	13,460
4	9,454	9,855	10,255	10,896	11,297	11,698	12,338	12,739	13,140	13,540	13,941
5	9,935	10,335	10,736	11,377	11,778	12,178	12,819	13,140	13,620	14,021	14,422
6		10,816	11,217	11,858	12,258	12,659	13,300	13,701	14,101	14,502	14,902
7		11,297	11,698	12,338	12,739	13,140	13,781	14,181	14,582	14,982	15,383
8			12,178	12,819	13,220	13,620	14,261	14,662	15,063	15,463	15,864
9			12,659	13,300	13,701	14,101	14,742	15,143	15,543	15,944	16,344
10			13,140	13,781	14,181	14,582	15,223	15,623	16,024	16,425	16,825
11				14,261	14,662	15,063	15,704	16,104	16,505	16,905	17,306
12				14,742	15,143	15,543	16,184	16,585	16,985	17,386	17,787
13					15,623	16,024	16,665	17,066	17,466	17,867	18,267
14							17,146	17,540	17,947	18,347	18,748
15											19,229
	A	B	C	D	E	F	G	H	I	J	K

Experience Steps @ .06 = $480.72
Education Steps @ .05 = 400.60
@ .08 = 640.96

E. Summer Salaries

Summer session salaries shall be paid at the rate of $180 per credit hour to all full-time faculty who want to teach summer school with a maximum load of ten (10) hours. Should any faculty member request an over-load, the additional hours shall be reimbursed at the then effective hourly rate.

F. Graduate Degrees - Stipends

For an earned doctorate, or an additional master's degree earned after the first master's degree a continuing stipend may be paid amounting to $200 for an additional master's degree and $500 for a doctorate. These stipends may be paid after approval of the program and degree of the concerned faculty member by the Professional Improvement Council.

G. Correction of Contract Errors

In the event that errors in placement of individuals on the salary schedule are determined by the College President to have been made, these procedures will be followed:

If an error is agreed by both parties to have been made, placing the individual too low on the schedule, the Board of Trustees shall by resolution direct that appropriate adjustment be made in the annual salary prescribed in the contract. No retroactive adjustment will be made beyond the contract currently in effect.

Faculty Association Meetings, Committees, etc.

Faculty Association members shall have the right to attend Association functions, whether on campus or at the state or national level, subject to a determination by the Division Chairman and/or the Executive Dean/Instruction that the educational goals of the college can be met during such absences without fear of recrimination or censure on the part of Division Chairmen, supervisors, or other administrators. When it is necessary for Faculty to be away from their teaching stations, they shall not be required to forfeit any part of their salary providing their classes are covered by cooperating colleagues or if arrangements have been made and approved by the Division Chairman for class projects or other appropriate assignments.

Travel away from campus shall be at Association expense. Travel within the state shall be approved by the Executive Dean/Instruction; travel out of the state is subject to approval by the College President.

Released Time for Faculty President

The Faculty President shall be free to attend all College and system related meetings including, but not limited to, the College Cabinet, Instructional Council, Business Affairs Council, Professional Improvement Council, Student Affairs Council, District 11 Board of Trustees, (except Executive Sessions) Faculty Association of Community Colleges or combined meetings of FACC and other State Board "information" groups such as IACC, WACC, and CORP, and professional and Association conferences and workshops of a state level nature, without fear of restriction, recrimination, or loss of remuneration.

Faculty Lounge

A professional staff lounge will be provided in the new building.

Entire Agreement Clause

This agreement supersedes and cancels all previous agreements, verbal or written or based on alleged past practices, between Community College District No. 11 and the Faculty Association and constitutes the entire agreement between the parties. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto. Prior to July 1, 1974 the parties, by written mutual agreement, may extend the expiration date of any or all terms of this Agreement.

Waiver Clause

The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in

the Agreement. Therefore, the College District and the Faculty Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered by the Agreement and with respect to any subject or matter not specifically referred to or covered in this Agreement, even though each subject may not have been within the knowledge and contemplation of either or both parties at the time that they negotiated or signed this Agreement. Nothing in the foregoing shall reflect upon the obligation of either party to respect the terms of the agreement currently in effect.

Provided that: The parties may, only by prior mutual written agreement, open negotiations on items not covered by the current agreement.

Agreement Duration

This Agreement shall remain in full force and effect from date of ratification by both parties to and including June 30, 1974.

Reopening of Agreement

Either party retains the right to reopen any article in this Agreement which defines compensation quantitatively and fringe benefits and to make proposals concerning fringe benefits not covered by this Agreement.

Such negotiations shall commence no later than March 1, 1974 and shall be consistent with chapter 28B. 52 RCW.

Both parties agree that such negotiations shall be conducted in good faith and that in the conduct of such negotiations, factors such as legislative mandate, recognized cost-of-living statistics, trends in other community college districts and budgetary and program priorities shall be given appropriate consideration.

Basic Agreement Distribution

A copy of the Basic Agreement and current policies affecting the Faculty shall be attached to the contract or sent to each faculty member at the earliest possible time after contracts are let.

Adopted by the Board of Trustees - October 29, 1973 -